

# TRAINING AND CERTIFICATION

## FREQUENTLY ASKED QUESTIONS (FAQ)

### TRAINING

*Q: Where do I register for courses?*

*A: Procurement classes- <https://cmbldreg.cpa.state.tx.us/reg/index.cfm>*

*A: Contract Management classes - <https://cmbldreg.cpa.state.tx.us/reg-cm/index.cfm>*

*A: Professional Development classes - <https://cmbldreg.cpa.state.tx.us/reg-pd/index.cfm>*

*Q: Which training courses am I required to take?*

*A: Procurement classes - CPA Texas Procurement Certification Training*

*[http://www.comptroller.texas.gov/procurement/prog/training-cert/purchtrn\\_cert/training/classdescriptions/](http://www.comptroller.texas.gov/procurement/prog/training-cert/purchtrn_cert/training/classdescriptions/)*

*A: Contract Management classes – CPA Texas Contract Management Certification Training*

*<http://www.comptroller.texas.gov/procurement/prog/training-cert/cmt/training/classdesc/>*

*Q: I have transferred to another agency. Do I need to update my “Training Profile”?*

*A: Yes. (1) Click on: <https://cmbldreg.cpa.state.tx.us/reg/index.cfm> (2) Go to the bottom of the classes listed (3) Click on **RETURNING Student Registration** (4) Enter the email address that was used when you created your initial training profile as a “New Student” (5) At the top of the page, click on **[Edit My User Information]** (6) Make your changes (7) click on “Update Information.”*

### TESTING

*Q: I’ve completed my course(s). Where do I find the certification testing application to take my exam?*

*A: [http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn\\_cert/testing/exam-resources/testing\\_registration\\_form.pdf](http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn_cert/testing/exam-resources/testing_registration_form.pdf)*

*Q: I did not pass my exam, can I retest? Will I have to submit another testing application and pay again?*

*A: Yes and you are required to submit another application and your agency may require you to pay.*

*Q: Where is the testing center located and what hours can I test?*

*A: <http://www.utexas.edu/ce/kl6/additional-services/testing-times-locations/>*

### CERTIFICATION

*Q: I’ve taken my exam and passed, what do I do next?*

*A: You will need to apply for certification, information can be found here:*

*Procurement Certification - [http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn\\_cert/certification/applying-for-certification/](http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn_cert/certification/applying-for-certification/)*

*Contract Management Certification - <http://www.cpa.texas.gov/procurement/prog/training-cert/cmt/certification/applying-for-certification/>*

## **CERTIFICATION (CON'T)**

*Q: My certification has expired. Can I just retake the test?*

*A: Unfortunately, the program requires that you retake the course. For more information regarding the expiration of certifications, please see:*

*[http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn\\_cert/certification/renewing-your-certification/](http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn_cert/certification/renewing-your-certification/)*

*Q: I have accepted employment with a different agency. Do I need to do anything?*

*A: Yes. Fill out the "Certification Information Change Form".*

*<http://www.cpa.texas.gov/procurement/prog/training-cert/>. This is **VERY IMPORTANT** as your certification contains an agency name, which is listed on our website at:*

*<http://www.cpa.texas.gov/procurement/prog/training-cert/certification/>*

## **CONTINUING EDUCATION HOURS (CEH)**

*Q: Where do I find Professional Development classes to obtain my CEH?*

*A: <http://www.cpa.texas.gov/procurement/prog/training-cert/professional-development/>.*

*Q: What are my options for obtaining CEH?*

*A: You can obtain CEH through other training organizations/webinars that you find outside of CPA classes. We have a few listed on our website at: <http://esbd.cpa.state.tx.us/cptout/>.*

*Q: How do I document my CEH?*

*A: Download the State Certification Spreadsheet, [http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn\\_cert/certification/renewing-your-certification/](http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn_cert/certification/renewing-your-certification/)*

## **CERTIFICATION RENEWAL**

*Q: Where do I find information about renewing my certification(s)?*

*A: [http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn\\_cert/certification/renewing-your-certification/](http://www.cpa.texas.gov/procurement/prog/training-cert/purchtrn_cert/certification/renewing-your-certification/)*

*Q: My certification will expire in 3 days but your website says I need to submit it 30 to 60 days prior. What do I do?*

*A: Call our office, 512-463-9995.*

*Q: Can I pay for my renewal with a credit card?*

*A: Only Interagency Transfer Voucher (ITV), check or money order will be accepted. Please **do not** issue payment until after you have received the invoice. It will be emailed to you after your certification renewal has been approved.*

### **Additional Questions**

Contact Training and Certification Program at [ctp@cpa.texas.gov](mailto:ctp@cpa.texas.gov) or 512-463-5355.